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Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrs%2fShared%20Documents%2fSCH%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2016%2d17%2f06%2001%202017&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
June 1, 2017
7:30PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:06)

Chairman Boyle opened this June 1, 2017 Timberlane Regional School Board meeting at 7:30pm with the Pledge of Allegiance followed by the roll call.

Board Members Present

Peter Bealo, Brian Boyle, Stefanie Dube (7:45pm), Kimberly Farah, Donna Green, Dan Guide, Gregory Spero and Kelly Ward. Absent: Susan Sherman.

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools

Administrators Present

Deb Armfield, Exec. Dir. Curriculum, Assessment and Professional Learning CAPL K-12
Angelo Fantasia, Director of Athletics
Jo-Ann Georgian, Sandown North Principal
Ken Henderson, Director of Technology
Jim Hughes, Director of Facilities
Kathy McKechnie, Preschool Coordinator

Administrators Present (con't)

Christi Michaud, Director of Data, Assessment and Accountability
Mark Pedersen, Academic Dean of Science
Doug Rolph, Principal – TLC at Sandown Central
Nancy Stafford, Sandown North Assistant Principal
George Stokinger, Business Administrator
Mary Widman, TRHS Assistant Principal of Academics
Don Woodworth, Principal – TRHS

Other District Personnel Present

Jennifer Toth, Vice President of the Timberlane Teachers Association

Delegates and Individuals/Student Representative Report

None

CURRENT BUSINESS

DONATIONS (00:01:35)

Jo-Ann Georgian and Sandown PTA President Heidi Chaput presented a donation from the PTA of three picnic tables valued at \$900 each to be used under the outside pavilion as part of an outside classroom.

MOTION: Dr. Farah motioned to accept the donation as presented; seconded by Mr. Ward. The motion passed 7-0-0.

Angelo Fantasia and Kevin Fitzpatrick presented a donation from the Football Boosters of four tackling rings valued at \$1,680, and wireless replay equipment valued at \$2,446.

MOTION: Mr. Ward motioned to accept the donation as presented; seconded by Mr. Guide.

Discussion: Specifics of how the instant replay equipment would be used was discussed.

VOTE: The motion passed 7-0-0.

CURRICULUM (FIRST READ) (00:07:54)

Mark Pederson and Mary Widman presented the Industrial Technologies curriculum for first read noting it was written to the standards of the National Vocational Education guidelines.

MOTION: Dr. Farah motioned to accept for first read the curriculum as presented; seconded by Mr. Guide. The motion passed 7-0-0.

SANDOWN NORTH ENROLLMENT/ACTION PLAN PART II

This item was moved to later in the evening to allow for interested parties to be present for the presentation and discussion.

1:1 CHROMEBOOKS (00:10:38)

Ken Henderson updated the board on a 1:1 Chromebook initiative that would provide a Chromebook for each 6th grader for use during middle school years, and a Chromebook for each 9th grader for use during high school years. He provided an overview of the dedicated device initiative, student responsibilities, benefits, costs, opt out options, insurance options, web filters, and teacher input.

Mrs. Dube entered the meeting at 7:53pm.

Discussion ensued on insurance coverage, cost to the taxpayer, enhancing the learning, block scheduling, communicating initiative to parents, professional development for staff, the district technology plan, the technology budget, the daily use of technology by students, online textbook subscriptions, and giving parents the choice to opt out of the program.

SANDOWN NORTH ENROLLMENT/ACTION PLAN PART II (00:53:39)

Jo-Ann Georgian and Nancy Stafford presented the results of the parent feedback session relating to concerns of anticipated increased enrollment at Sandown North Elementary. They provided the pros and cons for continuing in the existing space, housing grade one students at Sandown Central, and installing modular classrooms. Other options for consideration included moving TLC to another location and creating a k-2 building at Sandown Central, looking at both short and long term plans, conducting a space study, and class size.

Discussion ensued on the consolidation committee study, long term population projections, moving grades to Sandown Central, kitchen needs, continued housing development in Sandown, student capacity at Sandown North, conducting an internal space study, developing written evaluations and options for K-1 at the TLC, K-2 and moving the TLC, and long term plans (addition to Sandown North and upgrades to Sandown Central), redistricting, the original goal of the consolidation committee of keeping K-5 at Sandown North, NESCEC enrollment numbers and projections for increased enrollment by grade, class size waiver scenarios, culture and climate initiative in place, and the need for larger classrooms for 4th and 5th graders.

The board took no action at this time; however, directed further study and specific options be drafted by August 1, 2017 for consideration in development of 2018-19 budget and the 2018 warrant.

TUITION RATES (02:05:45)

George Stokinger presented proposed tuition rates for the 2017-18 school year and provided the methodology for those calculations. Discussion ensued on the use of the most recent actual numbers, out-of-district tuition costs, transportation costs, staff tuitioned students, and tuition revenue lines posted each month.

MOTION: Mr. Guide motioned to approve the rates as presented; seconded by Mr. Ward.

Discussion ensued on the comparison of the Timberlane tuition rates to other school districts.

VOTE: The motion passed 8-0-0.

PROJECTED SURPLUS (03:01:05)

George Stokinger presented mid-year projections of budget variances (both favorable and unfavorable) which resulted in a projected surplus of \$1,376,532. Discussion ensued on legal fees, budget overages, fund balance retention history and process, the September deadline to finalize surplus, the revenue target (off by \$550k), the policy on transfers of appropriations and its \$25k threshold, monthly summary projection reports, and returning all surplus to the taxpayer. The board will make a decision on surplus in August when end of year numbers are finalized.

SUMMER HIRING PROCESS (02:43:25)

Board members reviewed policy GCF regarding the process for hiring professional staff during the summer months when school board meetings are not in session. Discussion ensued on which board members would be available during the summer months to approve summer hirings, sending personnel report updates to the entire board in July and August, and the process for ratifying the summer hires when the board is back in session.

MOTION: Mrs. Green motioned all three board members be required to sign off on all new summer hires as provided in district policy; seconded by Mr. Boyle. The motion passed 5-3-0 (Mr. Guide, Mr. Bealo and Mr. Ward opposed).

Discussion ensued on the language of the policy and it was agreed the policy be sent to the Policy Committee for review and clarification.

POLICIES (02:50:47)

Mrs. Green presented policy BGF Waiving, Suspending and Revoking Policies for second read and noted the Policy Committee is recommending adding the words “Board or” to the sentence regarding waiving a policy for a one-time action.

MOTION: Dr. Farah motioned to accept policy BGF for second read; seconded by Mr. Bealo. The motion passed 8-0-0.

SCHOOL BOARD GOALS (02:51:36)

Dr. Farah announced that a work session would be held to finalize the 2017-18 School Board Goals.

ADMINISTRATOR’S REPORT (02:54:27)

Dr. Metzler presented two student trips (Germany: June 9-July 7, 2018 and Spain: April 19-29, 2018), a student exchange (German students to Timberlane in September 2017), and the need for students to be excused from classes to participate in the trips.

MOTION: Mr. Bealo motioned to approve the trips as presented; seconded by Mr. Guide. The motion passed 7-1-0 (Mrs. Green opposed).

Dr. Metzler informed the board the student impact fee data has been completed and forwarded to the Town of Sandown, and a synopsis of the district’s transportation history is included in board packets. Discussion ensued on the requirement to provide transportation (reserve seats) for all students, incentives to opt out of taking the school bus, and using a list-serve to ascertain information from other school districts in an effort to minimize transportation costs.

PERSONNEL REPORT (03:01:05)

Dr. Metzler requested the board accept the retirement of Sally DeCost (33 years with the district) and approve a request for the retirement incentive submitted past the notification deadline.

MOTION: Mrs. Dube motioned to accept the retirement and grant the retirement incentive request of Sally DeCost; seconded by Mr. Guide. The motion passed 8-0-0.

Dr. Metzler recommended the board accept the resignation of William Metevier (10 years with the district).

MOTION: Mr. Bealo motioned to accept the resignation of William Metevier; seconded by Mr. Ward. The motion passed 8-0-0.

Dr. Metzler presented the 2017-18 list of administrators recommended for contract renewal. Discussion ensued on the renewal process of administrators pursuant to state statute, two vacant dean positions reflected on the list and how this relates to the budgeting process, eliminating a total of five administrator positions in the 2018-19 budget, and assisting the Budget Committee in developing the budget.

MOTION: Mr. Guide motioned to approve the 2017-18 Administrator renomination list as presented; seconded by Mr. Ward. The motion passed 7-1-0 (Mrs. Green opposed).

Discussion ensued on drafting an administrator organizational list with position responsibilities for discussion on eliminating additional administrator positions as well as the need to do this in a nonpublic session.

Dr. Metzler recommended the nomination of Candace French (TRHS Spanish) and David Niemaszyk (TRHS Biology) for the 2017-18 school year.

MOTION: Mr. Ward motioned to approve the new hires as presented; seconded by Mr. Guide. The motion passed 7-0-1 (Mrs. Green abstained).

COMMITTEE REPORTS (03:24:16)

Board members reported on CIP, Strategic Planning, Budget, Facilities, Safety, and Policy committees.

SCHOOL BOARD REPORTS (03:32:06)

Members reported on district activities they attended and on upcoming opportunities.

APPROVAL OF MINUTES (03:36:38)

Board members reviewed the May 4, 2017 public and nonpublic meeting minutes and the May 18, 2017 public meeting minutes.

MOTION: Mr. Bealo motioned to approve the May 4th public and nonpublic meeting minutes and the May 18th public minutes; seconded by Mr. Guide. The minutes with changes were approved by general consent.

CORRESPONDENCE FOLDER (03:42:26)

The process for collecting board correspondence was reviewed.

VENDOR AND PAYROLL REGISTERS

Reviewed and signed by members.

OTHER BUSINESS (03:44:10)

Requested agenda topics included enrollment projections consistent with Policy IIB, plan for assessing block scheduling, NELMS Spotlight award, inventory of technology software, internal controls audit, and gift chairs to board members.

The meeting adjourned at 11:47pm.

Respectfully submitted,


Catherine Belcher

Recording Secretary

Approved by the Board on June 15, 2017.